



DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO

ORGANIZATION OFFICE SYMBOL (Put your office symbol)

DATE (put date)

MEMORANDUM FOR 502D SECURITY FORCES SQUADRON (choose the correct one)
802D SECURITY FORCES SQUADRON
902D SECURITY FORCES SQUADRON

SUBJECT: Application for Contractor/Vendor Installation Access Credential (AIAC)

1. The following company/organization is providing either vendor's service or holds a contract with our organization. The individual is required to enter Joint Base San Antonio: (list location required per contract, if JBSA Wide state so) in an official capacity on a regular basis. Request the issuance of an access credential. Complete Information in blocks below

Company/Organization	Contract/Service Number	Required Times/Days of Week	Required Dates
Full Address of Company/Organization			

2. The below listed individual understands that this is an identification credential, not a sponsoring credential and that it will not allow entry into any facilities other than the installation gates. Use of this credential is strictly for business purposes only. Individual also agrees to adhere to all vehicle regulations and guidelines set forth by AFI 31-204, Air Force Motor Vehicle Traffic Supervision, and those set by the installation commander.

3. Upon termination contract expatriation, employee termination, or expiration of the access credential, the holder agrees to return it to the host contractor, sponsor, or the issuing Visitor Center.

Name of Credential Holder		Date of Birth	
Home Address			
Vehicle Make	Vehicle Model	Year	Color
Plate #	State	DL Number	State

Registration Office Use Only	
NCIC	
COPS/SFMIS	
FBI TWL	
OFF INIT	
SUP INIT	

Requesting Authority/Authorizing Official	
Printed Name	Must be completed by Authorized official
Signature	
Title	
Duty Phone	
Email	

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